

4 FAH-2 H-600 U.S. DISBURSING OFFICER ACCOUNTS

4 FAH-2 H-610 U.S. GOVERNMENT BANK ACCOUNTS

(TL:DOH-1; 06-13-2001)

4 FAH-2 H-611 INTRODUCTION

(TL:DOH-1; 06-13-2001)

This subchapter prescribes the procedures for selection of U.S. government depositaries abroad and maintenance of those bank accounts.

4 FAH-2 H-612 TYPES OF ACCOUNTS

4 FAH-2 H-612.1 Local Currency

(TL:DOH-1; 06-13-2001)

a. U.S. disbursing officer (USDO) checking account—this is the most common local currency bank account. It is maintained in the city where the embassy or consulate is located and used for the USDO operating expenses. Balances in the USDO bank account must be maintained as close to zero as possible (1 TFM 4-9050—compensating balances are not allowed to reduce bank fees). The USDO should only have savings accounts if the funds are restricted under the X7000 program, or it is a condition according to host country banking laws to have checking accounts.

b. Sweep

(1) This is an account established to temporarily hold collections made by the bank (i.e. Machine Readable Visa (MRV) fees) until the bank transfers the funds to the USDO operating account.

(2) These accounts are not considered USDO accounts or post accounts because they are not official USDO funds until they are deposited into the USDO operating account. Post personnel should not sign account opening forms for these accounts unless the bank refuses to perform the collection service without the forms. Should the bank require an U.S. embassy official to sign the account opening forms for the sweep (or concentration) account, the embassy financial management officer (FMO)

or admin officer should sign the forms with the understanding that they cannot withdraw funds from the account, nor can they be held liable for any losses of funds in the account. The agreement with the bank must specifically state that the U.S. government accepts no fiscal liability for funds held in the account prior to transfer to the USDO operating account. The memorandum of understanding (MOU) between the post and bank must be signed or approved by FMP/F/IFS.

c. Cashier

(1) Under certain circumstances, a cashier may be authorized by the USDO to open a cashier local currency bank account. Most cashier accounts are used primarily to receive replenishment electronic funds transfers (EFT) from the USDO or to make small EFT payments to local vendors. Some may be authorized to write checks.

(2) Posts must request authorization for cashier bank accounts from the USDO by cable. The request must provide strong justification for the account, and document compliance with internal controls. See 4 FAH 2 H-821 for procedures on requesting approval for cashier bank accounts.

d. Direct debit account (prime pay)—An account that is established to pay utility and telephone bills using a direct debit bank account. Payments are made prior to receipt and certification of an invoice at the financial service center (FSC).

4 FAH-2 H-612.2 U.S. Dollar

(TL:DOH-1; 06-13-2001)

a. Introduction

(1) Neither the Department of State nor the Treasury Department encourages holding U.S. dollars in banks abroad due to the internal control problems and increased risk. However, there are instances where a U.S. dollar account is necessary due to conditions in the host country. For example, the local currency is not viable and the U.S. dollar is the accepted currency for business transactions.

(2) If post believes that a U.S. dollar account is needed, the FMO or Admin Officer should contact the USDO. If the USDO agrees that the U.S. dollar account is necessary, the USDO will coordinate the request with FMP/F/IFS. If FMP/F/IFS concurs, the request will be presented to the U.S. Treasury. See 4 FAH-2 Exhibit H-612 for the Bank Bid Questionnaire for U.S. dollars.

(3) Treasury requires the bank to put up collateral before it will approve a U.S. dollar account. Treasury will consider waiving this collateral requirement if the bank account maintains a zero balance. If the balance will not be kept at zero, the local bank must provide collateral and place it on deposit with the Federal Reserve Bank (FRB) of New York. FMP/F/IFS will work with each post or bank individually to place the U.S. government securities with the Federal Reserve Bank of New York.

(a) The amount of collateral required is dependent on the highest dollar amount (not the average) which moves through the account, i.e. if the amount on a given day is \$50,000 and on another day it is \$100,000, the collateral pledged should cover the \$100,000. Acceptable collateral would be U.S. Treasury bills, notes, and bonds.

(b) As part of Treasury's general policy to collateralize U.S. dollar accounts with commercial financial institutions, and due to the conditions reported for certain posts, Treasury will authorize an exception to the collateral requirements based on the assurances that this is the best procedure given the conditions in the country and the bank's refusal to collateralize the account. Treasury requires the Department to closely oversee these U.S. dollar accounts without collateral and ensure that the accounts are being maintained at a zero balance to protect the U.S. government from exposure to risk. Recovery of any loss would be considered the Department of State's responsibility.

(4) **Checking**—This is an account maintained with the designated depositary by the USDO or Class B Cashier.

(5) **Cashier accounts**

(a) Under certain circumstances, a cashier may be authorized to open a cashier U.S. dollar bank account. The bank must meet the Treasury collateral requirements prescribed by Treasury and explained in 4 FAH-2 H-612.2 (3).

(b) Posts must request authorization for cashier bank accounts from the USDO by cable. The request must provide strong justification for the account and document compliance with internal controls. If the USDO agrees that the U.S. dollar account is necessary, the USDO will coordinate the request with FMP/F/IFS. If FMP/F/IFS concurs, the request will be presented to the U.S. Treasury.

(c) See 4 FAH-2 Exhibit H-612 for the bank bid questionnaire for U.S. dollars and 4 FAH-2 H-821 for procedures on requesting approval for cashier bank accounts.

4 FAH-2 H-613 APPROVAL OF A U.S. DEPOSITARY

(TL:DOH-1; 06-13-2001)

a. The USDO must formally request approval and designation from Treasury to open a local currency or U.S. dollar (USD) or cashier operating account with a financial institution.

b. To change the existing bank, the post and USDO must rebid the requirements. Instructions on rebidding are contained in the bank questionnaire package in 4 FAH-2 Exhibit H-613. The post evaluates the bank bids, identifies their preference, and forwards all the completed bank questionnaires to the USDO. The USDO reviews the questionnaires to determine which bank offers the best terms. The USDO then forwards the preferences to FMP/F/IFS. FMP/F/IFS confers with the U.S. Treasury to approve the bank. FMP/F/IFS will notify the USDO when the U.S. Treasury approves the bank.

c. Upon Treasury's approval of the new bank, the USDO should open the new bank account as soon as possible. The USDO must inform FMP/F/IFS of the effective date of the new bank account.

d. Immediately after opening the new account, the USDO must start procedures for final reconciliation and closure of the old bank account. When the bank account is closed, the USDO must inform FMP/F/IFS who will forward the information to Treasury. If the USDO is unable to reconcile and close the old account within 12 months of the opening of the new account, they must advise FMP/F/IFS of the reasons why it cannot be closed. FMP/F/IFS will provide further assistance.

4 FAH-2 H-614 CRITERIA FOR OPENING A BANK ACCOUNT

(TL:DOH-1; 06-13-2001)

a. A review of the arrangement with the designated depositary should be performed every three years or immediately if any of the following conditions for considering change are met.

(1) The embassy or the USDO is not satisfied with the services being provided, or feels the fee structure is no longer competitive.

(2) The embassy receives an unsolicited request for the embassy bank account from a bank and that bank offers a more beneficial banking arrangement than currently received, or reflects a higher level of U. S. ownership than the present depositary.

(3) When unstable conditions in the country could affect current banking arrangements.

b. 1 TFM-4-9030 requires that operating account balances or forfeiture of potential interest earnings on the account will not be used to subsidize banking services that would otherwise be funded through the appropriation process, e. g. cashier services.

c. The level of the account balances will be determined solely by the disbursing requirements, therefore, minimum or compensating balances are not allowed. Account balances cannot be set to produce extra bank income to support special services requested by the embassy. If the bank proposes, or the embassy requests, special services, and/or minimum account balances are proposed by the bank, the evaluation process must include a finding that the balances are consistent only with disbursing requirements. However, a bank may be willing to provide banking services based on the average daily balance the USDO maintains to cover the float of issued checks. In this case, strong consideration will be given in the selection of the bank to service the embassy. Should the embassy wish banking services in addition to what the bank is willing to provide based on the average daily balance the USDO maintains to cover the float of issued checks, the embassy may request separate and unrelated proposals from local banks to provide those additional banking services on a fee basis. The fee will have to be charged to the embassy program allotment.

d. Various factors will be evaluated in the selection of a new bank. These factors are described in the recapitulation grid in 4 FAH-2 Exhibit H-613.

4 FAH-2 H-615 SOLICITATION, REVIEW, AND DESIGNATION PROCEDURES

(TL:DOH-1; 06-13-2001)

a. **Introduction**—When the review determines that a bank should be considered for a change, the bank will be identified as a priority bank for rebid. The primary emphasis must be placed on the USDO and Treasury concerns and not on services performed for the post.

b. Soliciting Bids

(1) When it has been determined that a bank solicitation will be initiated, the USDO will send the embassy a questionnaire that may be further developed and refined to reflect the embassy's particular needs. A printed copy of this questionnaire is available as 4 FAH-2 Exhibit H-613. Soft copies (files) of the WORD and EXCEL documents for this questionnaire may be obtained from FMP/F/IFS if they are not already available at the FSC. Exhibit H-613 is for the USDO local currency bank bid questionnaire package. If post is requesting a U.S. dollar bank account, the special

questionnaire in 4 FAH-2 Exhibit H-612 must be used.

(2) The embassy will send a letter, with the questionnaire attached, to all U.S. owned, as well as leading local banks, advising the banks that the embassy is soliciting banking services. The letter and questionnaire should contain particulars about the account, such as the average balance estimated to be maintained, how it will be funded, the number of checks written each month, any special banking services required (with reference to the restriction on minimum balances), etc. The letter should explain that the questionnaire will be evaluated on the basis of the bank's response in comparison with responses from other local banks. The letter will request the bank be prepared to enter into a written agreement regarding the services the bank will provide. If the bank will not enter into a written agreement, the embassy must document why not and what services the embassy understands will be provided by the banks. If special services are requested, such as providing accommodation exchange on embassy premises, the letter should contain a disclaimer statement similar to the following:

(a) The embassy will not make good any dishonored checks that have been accepted and negotiated by the bank. The embassy will provide the best information available, or attempt to obtain the information, on the current whereabouts of the makers of such checks, consistent with applicable laws and regulations.

(b) Although the embassy exercises diligence in maintaining security of property on embassy premises, the U.S. Government (USG) does not accept liability for loss or damage to bank personal property kept on the embassy premises for the purpose of providing these services.

(3) The embassy must establish a deadline for responses, which should take into consideration the urgency of the need. If there is no immediate need to change banks, a 30-day deadline is recommended.

(4) The embassy may wish to advise the banks that the maintenance of the disbursing officer's operating account may lead also to the eventual transfer of unofficial account(s) to the bank, if any exist at the post. The embassy may wish to provide necessary background information on the unofficial account(s), such as the number of account(s), average balances in the account(s), etc. Should the embassy elect to provide this information, it should be made clear to the banks that the post has no control over the account(s), and that the unofficial account(s) may or may not move with the embassy account. The bank should also be made aware that these accounts are not in anyway linked to the USDO's official account and that the bank may not charge the USDO's account for uncollectible items originally credited to or drawn on other unofficial accounts.

(5) The embassy will consolidate the responses to the questionnaires and send the original responses to the servicing USDO for review. Along with the responses, the embassy should also prepare and forward to the USDO a memorandum that provides any additional information helpful in making a selection. Preferences should be stated with explanations. Special services required should be discussed, including reasons and a statement that proposed balances are consistent with disbursing requirements and should not result in forfeiture of interest or extra income to the bank to support the services.

c. Reviewing Bids

(1) The USDO will forward the following to FMP/F/IFS:

(a) Analysis of bank bids and scorecard, along with the embassy's memorandum containing its choice and the justification for the selection. The USDO should ensure that all bank bids (and eventual agreements) are in English.

(b) A memorandum from the USDO to FMP/F/IFS, stating concurrence or nonconcurrence with the post recommendation, with additional USDO comments as appropriate.

(2) Upon receipt of the bid package from the USDO, FMP/F/IFS will review the bank bids to determine the most beneficial bid. FMP/F/IFS will then forward the request to Treasury to designate the selected banking institution (designated depository), including in the request a statement that the proposed depository and the account meet the criteria of 1 TFM 4-9030.

d. Designating New Bank

(1) Treasury will prepare a letter designating the selected banking institution as a depository of USG funds. The Treasury will send the letter to FMP/F/IFS, which in turn will send the original letter and one copy to the embassy, and to the USDO.

(2) The embassy will present the original designation letter to the bank. Post obtains the necessary forms from the bank to open an account and sends the forms to the USDO.

(3) The USDO completes the bank forms and returns the forms to the post. The USDO will sign signature cards; normally the USDO will make an imprint of their signature die on the bank's signature card.

(4) The USDO will obtain new bank checks after determining if the bank will accept a USDO universal check or if a special size and formatted check is required.

4 FAH-2 H-616 RETENTION OF BANKING FILES

(TL:DOH-1; 06-13-2001)

a. Bank Bids—the USDO will accumulate all completed questionnaires received from the competing banks in one folder. Other communications to be included in the folder are:

- (1) The completed, returned questionnaires (bids).
- (2) A cost-benefit analysis of each bid.
- (3) A comparative analysis of USDO requirements; i.e. EFT, automated bank statements, overdraft protection, electronic inquiry capabilities, etc.
- (4) Formal agreement with the winning bank.

b. Bank Statements—establish a folder for each month. File the bank account statement (if a paper copy is received), financial system reports, and correspondence in the monthly folders. Retain the folders for three years; then move to a long-term storage facility as prescribed in the appropriate files management directives.

c. Bank Action Items—the USDO will maintain bank action item files, which will contain correspondence pertaining to any item listed on the schedules for Form FS-440, Statement of Depository and Report of Checks Drawn, which are more than 90 days old. The necessity to keep the schedules clear of items over 30 days old cannot be over-emphasized. The immediate identification of differences and clearing of those differences is essential to keeping a reconciled account.

d. Unreconciled Items—any unreconciled items on any of the schedules for 120 days will be reported to FMP/F/IFS with copies of all applicable correspondence pertaining to clearing the items. FMP/F/IFS will review the documentation and provide guidance on clearing the item.

4 FAH-2 H-617 SWEEP

(TL:DOH-1; 06-13-2001)

This is an account for deposit of U.S. dollar MRV fee collections. The bank usually “sweeps” the account daily or weekly and sends the account balance to the Federal Reserve Bank via a funds transfer. The funds transfer fee is billed to the embassy or consulate and paid using account 20-(FY digit) 6763, Gains and Deficiencies on Exchange Transactions, Treasury. See 4 FAH-2 H-612.1 b. for more information.

4 FAH-2 H-618 DIRECT DEBIT (PRIME PAY)

(TL:DOH-1; 06-13-2001)

The Prime pay program provides an alternative method for paying bills in countries where payment is expected within an unusually short period of time. In these situations, use of a prime pay bank account has shown to be more efficient and less costly in terms of time, staffing and late fees.

4 FAH-2 H-619 UNASSIGNED

4 FAH-2 H-612 Exhibit H-612
U.S. DOLLAR BANK BID QUESTIONNAIRE

(TL:DOH-1; 06-13-2001)

DATE: _____

1. Bank Information:

a. Official Name of Bank: _____

b. English Translation of Bank Name: _____

c. Address of Bank:

(1) Street: _____

(2) City, Province, Postal Code _____

d. Telephone # of Bank: _____

e. Fax # of Bank: _____

f. Name, Title, Telephone ext. of

Bank Contact Person: _____

2. U.S./Western European Correspondent Bank: _____

a. Bank Name: _____

b. Bank Address: _____

c. Name and Title of Bank

Contact Person: _____

d. Bank Contact Telephone #: _____

e. Account # at Correspondent Bank: _____

3. Other Available Information _____

BANK BID QUESTIONNAIRE SCORING SHEET

(TL:DOH-1; 06-13-2001)

ITEM	RECAPITULATION GRID	6.0 LCU= \$1.00	Weight	PLEASE COMPLETE ALL ITEMS
#	DESCRIPTION	#/Amt/Rate	\$ PER ITEM	PER ITEM
1	Number of Cities with Branch Banks		N/A	Medium
2	Basic Account Servicing Fee - Monthly	N/A		Medium
3	TELEX Fee per Message Sent	N/A		Low
4	FAX Fee per Message Received	N/A		Low
5	TELEX Fee per Message Received	N/A		Low
6	Check Clearing Fee per Check	N/A		High
7	Stop Payment Fee, Per Check	N/A		Medium
8	Stop Payment Fee, Per Series of Checks	N/A		Medium
9	Example's Interest Payment on Day 30		N/A	Low
10	Example's 1-day Overdraft Fee in USD		N/A	Low
11	Fee for USD 10,000 Bank Check for Cash		N/A	Medium
12	Fee for USD 10,000 EFT for Cash		N/A	Medium
13	Fee for Cash Deposit	N/A		High
14	Fee for Check Deposit	N/A		High
15	Fee for EFT Transfer-in	N/A		High
16	Fee to Exchange 1-\$1,000 Check to Notes		N/A	High
17	Fee to Exchange 1-\$20,000 EFT to Notes		N/A	High
18	MT-101 Batches Received & Processed	250		Very High
19	Annual Intra-Bank EFTs	6000		Very High
20	Annual Inter-Bank EFTs	12000		Very High
21	Annual Checks to US Embassy	9000		Low
22	Annual Checks Bank Mails-Postal System	2000		Low
23	MT-940 daily to FSC	250		Very High
24	Cash Deposit Same Day Value	6000		Medium
25	Check Deposit Same Day Value	12000		Medium
-	-	-	-	-
-	-	-	-	-

PLEASE INCLUDE A COPY OF YOUR ANNUAL REPORT

-	Above Sent As Grid to Banks	-	-	-
-	Other Factors are Below for FSC	-	-	-
-	Embassy ADM Recommendation	-	-	High
-	FSC's Evaluation of Emergency Services	-	-	High
-	Percent of US Ownership		N/A	Medium
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

ITEM	RECAPITULATION GRID	8-20Hi	^Bank 1	0=Poor	^Bank 2	0=Poor	^Bank 3	0=Poor
#	DESCRIPTION	4+Med	Comments or Remarks on	1=OK	Comments or Remarks on	1=OK	Comments or Remarks on	1=OK
-	-	1+ Low	Grid Row Topic	2=Best	Grid Row Topic	2=Best	Grid Row Topic	2=Best
1	Number of Cities with Branch Banks	4						
2	Basic Account Servicing Fee - Monthly	4	1st bank comments/remark	1	2nd bank comments/remark	2	3rd bank comments/remark	0
3	TELEX Fee per Message Sent	1						
4	FAX Fee per Message Received	1						
5	TELEX Fee per Message Received	1						
6	Check Clearing Fee per Check	8						
7	Stop Payment Fee, Per Check	4						
8	Stop Payment Fee, Per Series of Checks	4						
9	Example's Interest Payment on Day 30	3						
10	Example's 1-day Overdraft Fee in USD	3						
11	Fee for USD 10,000 Bank Check for Cash	4						
12	Fee for USD 10,000 EFT for Cash	4						
13	Fee for Cash Deposit	8						
14	Fee for Check Deposit	8						
15	Fee for EFT Transfer-in	8						
16	Fee to Exchange 1-\$1,000 Check to Notes	8						
17	Fee to Exchange 1-\$20,000 EFT to Notes	8						
18	MT-101 Batches Received & Processed	15						
19	Annual Intra-Bank EFTs	15						
20	Annual Inter-Bank EFTs	15						
21	Annual Checks to US Embassy	2						
22	Annual Checks Bank Mails-Postal System	1						
23	MT-940 daily to FSC	20						
24	Cash Deposit Same Day Value	4						
25	Check Deposit Same Day Value	4						
-	-							
-	-							
-	-							

-	Other Factors are Below for FSC	
-	Embassy ADM Recommendation	10
-	FSC's Evaluation of Emergency Services	10
-	Percent of US Ownership	4
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	

ITEM	RECAPITULATION GRID	Import		^Bank 1	Point	^Bank 2	Point	^Bank 3	Point	^Bank 4	Point	^Bank 5
		ance	Max		s		s		s		s	
#	DESCRIPTION		Points	Comments/Remarks		Comments/Remarks		Comments/Remarks		Comments/Remarks		Comments/Remarks
-	-	-	-	-	-	-	-	-	-	-	-	-
1	Number of Cities with Branch Banks	Med	8									
2	Basic Account Servicing Fee - Monthly	Med	8	1st bank comments/remark	4	2nd bank comments/remark	8	3rd bank comments/remark		4th bank comments/remark	8	5th bank comments/remark
3	TELEX Fee per Message Sent	Low	2									
4	FAX Fee per Message Received	Low	2									
5	TELEX Fee per Message Received	Low	2									
6	Check Clearing Fee per Check	High	16									
7	Stop Payment Fee, Per Check	Med	8									
8	Stop Payment Fee, Per Series of Checks	Med	8									
9	Example's Interest Payment on Day 30	Low	6									
10	Example's 1-day Overdraft Fee in USD	Low	6									
11	Fee for USD 10,000 Bank Check for Cash	Med	8									
12	Fee for USD 10,000 EFT for Cash	Med	8									
13	Fee for Cash Deposit	High	16									
14	Fee for Check Deposit	High	16									
15	Fee for EFT Transfer-in	High	16									
16	Fee to Exchange 1-\$1,000 Check to Notes	High	16									
17	Fee to Exchange 1-\$20,000 EFT to Notes	High	16									
18	MT-101 Batches Received & Processed	High	30									
19	Annual Intra-Bank EFTs	High	30									
20	Annual Inter-Bank EFTs	High	30									
21	Annual Checks to US Embassy	Low	4									
22	Annual Checks Bank Mails-Postal System	Low	2									
23	MT-940 daily to FSC	High	40									
24	Cash Deposit Same Day Value	Med	8									
25	Check Deposit Same Day Value	Med	8									
-	Other Factors are Below for FSC											
-	Embassy ADM Recommendation	High	20									
-	FSC's Evaluation of Emergency Services	High	20									
-	Percent of US Ownership	Med	8									
-	Totals		362		4		8		0		8	

4 FAH-2 H-613 Exhibit H-613 LOCAL CURRENCY BANK BID QUESTIONNAIRE PACKAGE

(TL:DOH-1; 06-13-2001)

(Letter to Post)

FSC's Letterhead and Date Here

Dear **xxxxxxxxxxxx**:

In response to our review and agreement to re-bid the USDO account, I appreciate your input as to what banks I should contact for these services. I have enclosed a copy of our standard bank questionnaire used to obtain banking services for essential USDO services. Please review the document and provide contact names and addresses for at least 3 banks. The recipients should be (a) all American-owned banks that provide full service banking in your country and (b) leading local full-service banks.

Please also advise any special types of additional services you may require such as ATM, teller availability, purchasing travelers' checks, payroll check cashing, armored car services, etc.

Upon receipt of your list, I will mail a questionnaire directly to you and would appreciate your assistance in delivering a copy to each of the banks you recommend with instructions that they return their completed bids to you for initial screening. Once you have an opportunity to review them, please send all completed questionnaires to me along with your recommendation on which bank you favor.

Sincerely,

xxxxxxxxxxxx

U. S. Disbursing Officer

Letter to Bank from USDO

Date

Managing Director

Bank

Dear Sir/Madam:

The United States disbursing officer (USDO) and the U.S. Embassy, Your Post are in the process of re-bidding our local currency banking arrangement and, as the current USDO for your region, I invite your bank to submit a proposal to provide banking services. We have indicated approximate weights that we will give to each of your responses numbered 1 to 25. We may consider other more subjective issues in making a determination. U.S. ownership may also prove a deciding factor, all other things being equal.

The selected bank will open an account in the name of the "United States Disbursing Officer" and checks, withdrawals, EFTs and other transfers drawn on this account will be administered through the Department of State's Financial Services Center in Paris Charleston Bangkok, servicing your area. **No one at the U.S. embassy, Your Post has authority to authorize any debits to the account.** The USDO cannot maintain compensatory balances for banking services and must keep the amount of local currency in this account at a minimum. Therefore, the cost of services cannot be expressed in terms of compensating balances. For your use in preparing a response to this request, I have provided some historical information on our past level of yearly account activity and average balance. I cannot guarantee that these figures will reflect future activity.

We strongly prefer that your bank is now or will become a member of the SWIFT MT-101 users' group and can submit an MT-940 bank statement in a format compatible with our automated bank reconciliation program. The Department is rapidly moving to implement SWIFT processing throughout the world and the ability to process and receive SWIFT messages will be among the deciding factors in the selection process.

If you are interested in providing a local currency account for use by the USDO, please complete the enclosed bank bid questionnaire no later than thirty days from the date of this letter. Please address your response to Mr/Ms XXXXXXXX, TITLE, US Embassy Your Post.

If you have any questions concerning this request, please contact me.

Sincerely,

XXXXXXXX

U. S. Disbursing Officer

Our checking and/or current account will be maintained in local currency units (LCU), in the name of the United States Disbursing Officer (USDO) located at the XXX Financial Services Center (FSC). We fund our account by purchasing local currency (from your bank or others) with U.S. dollars (USD)—or collecting local currency from Consular fees and other U.S. embassy activities. You must agree to accept local currency from embassy cashiers for deposit to this account.

Only the USDO and one or more assistant USDOs will have signature authority on the account. Names and signatures, including facsimile signatures, will be updated as personnel change.

We will mutually agree on check format, security, and procedures (e.g. transmission of issue lists with check numbers, names and amounts, etc.) for paper checks issued at the FSC. In addition, we may request you to issue payments electronically or from your check stock.

Any subsequent or collateral agreements for the account will be in English.

Any fraudulently altered, reproduced, cashed, or deposited checks **will not** be debited against the USDO Account. You will be responsible for recovering any such fraud.

You may also receive payment instructions either by SWIFT, FAX and/or voice callback or tested telex, as agreed.

We expect that all local currency payments will be made to the beneficiaries without charge to them even if the beneficiary has no account at your institution.

We prefer daily MT-940 electronic statements. We require printed statements within ten (10) days after each month's end. These statements must reflect (1) our complete check, transfer order or payment reference number; (2) the value date; and (3) copies of debit and/or credit advices with remitters text, if available.

You must either microfilm canceled checks prior to destruction or return them at no cost. Cancelled checks or images must be kept 10 years.

If you agree to exchange local currency for USD checks of employees, you are responsible for losses associated with bad checks you cash. You may not debit the USDO account for these bad checks. The embassy will make its best efforts to assist you in recovering the loss of the bad checks, but cannot guarantee making the checks good. We have a good history of helping banks recover bad checks.

We expect that you will accept U.S. Treasury checks.

Stop payment requests on lost, destroyed, or stolen checks will be initiated by either the USDO or the U.S. embassy and will remain in force for the legal life of the check. You will reimburse the USDO account for any payment made after a stop payment order is in effect.

Any banking arrangement with the USDO will be subject to cancellation upon 180 days written notice by either party.

Your replies throughout constitute rates and services for a minimum of one year from the date we notify you of our acceptance. Any change after this one-year period must be forwarded in writing to the U.S. disbursing officer with a reasonable response period (60 days) prior to the implementation of any rate changes.

We would expect that should an emergency befall the US Embassy, you would be willing to provide and/or procure for us the following **for-fee services** to **temporarily** aid us throughout the emergency:

A cash supply of USD and LCU

Payroll Services

Check, EFT, or cash payments to vendors

On-site banking services

Issuance of travelers' checks

Armored car services

Credit cards or convenience checks for local procurement

Checking account for the embassy cashier (if not already in-place)

Temporary office space for core U.S. embassy accounts section

Bank Questionnaire

The following is a list of questions that will be used to score your bid. Please be as complete as possible. For the sake of consistency, please use an exchange rate of **6.00** local currency units (LCU) to the dollar to complete the questionnaire. If you cannot fit your response in the space provided, please attach it to this questionnaire being careful to number it correctly. Lastly, transpose your numbered answers to the grid attached.

The following are the USDO estimates of current annual transactions and average balances. We make no guaranty that these levels will stay the same:

Average Balance: **11,000,000** LCU

Annual checks written **11,000** for **620,000,000** LCU

Annual LCU EFTs issued: **18,000** for **220,000,000** LCU

There are banking needs in the following cities in your country. Indicate with an "X" the cities where you have a full-service branch or correspondent bank.

City 1 X _____

City 2 _____

City 3 _____

City 4 _____

Etc.

1. Total Cities "X'd" _____

What are your fees for:

2. Monthly Account Servicing \$ _____

3. TELEX, per message sent \$ _____

4. FAX, per message sent \$ _____

5. TELEX, per message received \$ _____

6. Clearing checks, per check \$ _____

7. STOP Payment, per check \$ _____

8. STOP Payment, per series of checks \$ _____

Using the following example of local currency transactions for **last month**, what is the amount of interest you would pay? Note that the USDO has filled in below based on the historical average balance and hypothetical lows and highs during a month.

Day	Description	Debit	Credit	Balance
01	Opening Balance		11,100,000	11,100,000
03	Credit		400,000	11,500,000
08	Debit	200,000		11,300,000
10	Credit		350,000	11,650,000
13	Debit	150,000		11,500,000
17	Debit	400,000		11,100,000
20	Credit		500,000	11,600,000
24	Debit	350,000		11,250,000
29	Debit	250,000		11,000,000
30	Interest for the month			

9. Please state your interest payment in USD equivalent here:
\$ _____

10. What is the USD equivalent charge for a one-day overdraft of **1,000,000** local currency? \$ _____

It is expected that you will accept U.S. dollar cash from embassy cashiers and issue either

(1) USD draft or (2) make a USD wire transfer to the Federal Reserve Bank of New York (FRBNY).

For USD 10,000 in cash notes, please list all your charges or fees (including counterfeit note verification, transport and other charges) for:

11. The cost of a USD cashiers check you issue \$ _____

12. The cost of a USD wire transfer to the FRBNY \$ _____

What are your fees, if any, to our local currency account for:

13. Cash Deposit: _____

14. Check Deposit: _____

15. EFT Deposit/Transfer-in: _____

If our cashier wants immediate delivery of USD notes and presents a \$1,000 U.S. Treasury check, what would be your fee, if any?

16. \$ _____

If our cashier wants immediate delivery of USD notes and you receive a \$20,000 EFT from the USDO, what would be your fee, if any?

17. \$ _____

If you are a SWIFT member, in the spaces below provide your fees to process local currency payments from our SWIFT MT-101 files.

The USDO has filled in below from annual estimates, some given earlier

Description of Item Charged	Annual #	Fee USD Per Each	Totals
-----------------------------	----------	------------------	--------

MTs-101 (workdays) Received	250	_____	18. _____
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Contained 29,000 payments, distributed as
EFTs: 18,000

Intra-bank EFTs	6,000	_____	19. _____
-----------------	-------	-------	-----------

Inter-bank EFTs	12,000	_____	20. _____
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Checks: 11,000

Checks you print and deliver in bulk	9,000	_____	21. _____
--------------------------------------	-------	-------	-----------

Checks you print and mail individually	2,000	_____	22. _____
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Daily MT-940 statements you send to us	250	_____	23. _____
--	-----	-------	-----------

Do you process same day value for cash deposits to the USDO account?

24. Yes _____ No _____

Do you process same day value for check deposits to the USDO account?

25. Yes _____ No _____

If you answered "No" to either question above, please explain:

Please comment on payment limitations in local currency and any banking limitations or restrictions, if any, on our account. For example, foreign exchange controls, required payments in foreign exchange, restricted deposits to convertible LCU accounts, etc.

If you are owned or partially owned by a U.S. bank or financial institution, list the U.S. bank(s)/institution(s): _____

What is the percentage of U.S. ownership? _____%

Please provide a copy of your last annual report, preferably in English.

Please provide the name of your principal correspondent bank in the United States and account number.

Bank: _____ Account No. _____

Telephone Number _____ Telex No. _____ ABA No. _____

Address _____

What is the SWIFT BIC Code for your bank? _____

Bank Official.

Signature: _____ Date: _____

Name of Official: _____

Title: _____ Telex: _____

Telephone number: _____

Fax number: _____

E-mail address: _____